

U.S. Environmental Protection Agency
Office of Solid Waste and Emergency Response
Technology Innovation Office

**CLU-IN: CLEANUP INFORMATION
ELECTRONIC BULLETIN BOARD**

Users Manual

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1. Overview

The Cleanup Information (CLU-IN) Bulletin Board System (BBS) is designed for hazardous waste cleanup professionals to use for finding information about innovative technologies, consulting with one another online, and accessing databases. CLU-IN is used by those involved in the cleanup of Superfund and Resource Conservation and Recovery Act corrective action sites, including EPA, other Federal Agency and State personnel, consulting engineers, technology vendors, remediation contractors, researchers, community groups, and individual citizens.

YOU CAN USE CLU-IN TO:

- * Read, print, or save to computer disk current hazardous waste cleanup-related information.
- * Exchange computer data, including database files, electronic spreadsheets, word-processor files, and software.
- * Post your own articles and comments online for the benefit of others.
- * Ask questions and conduct discussions directly with cleanup experts.
- * Exchange private letters and files with other users.

HOW TO ACCESS CLU-IN

To access CLU-IN, you will need:

- * A PC or terminal
- * Telecommunications software (such as CrossTalk or ProComm)
- * A Modem (1200 or 2400 baud)
- * A phone line that will handle modem communications

THE CLU-IN PHONE NUMBER IS: 301/589-8366

The telecommunication parameters are: No parity, 8 bits, 1 stop-bit (N-8-1).

When you first access CLU-IN, you will be asked to register and create a password. You must remember this password and use it every time you access CLU-IN.

This Manual describes how to access and use some of the major capabilities of CLU-IN. Appendix I lists and describes all user commands and subcommands that are, or soon will be, available to you on CLU-IN. Appendix II presents a list of the full-screen editor keyboard commands.

2. Help

Detailed assistance is available through online help on CLU-IN. Users can get help for any CLU-IN prompt. From the "Main Board Command?" prompt, type **H** followed by the abbreviation of the command for which you want help. For example, to get help on reading messages, type **H R**. To get help at the subcommand level (such as the "End of Message Command," "Message Read Command," or "Bulletin List Command"), simply type **H**. CLU-IN will display help for the prompt from which you typed **H**.

In addition, when displaying information (such as messages, file lists, and bulletins) that is more than one screen long, CLU-IN will display the following prompt at the end of each screen:

(# min left), (H)elp, More?

At this prompt, type **H** for an explanation of the display options or <Enter> to continue displaying text. To stop the display, type **N**.

Help is also available in a file (HELP.ZIP) that contains the text of all help screens for CLU-IN. HELP.ZIP can be downloaded to your computer for reading at your leisure (see page 14 for instructions on how to download). Also, some of the bulletins on CLU-IN contain instructions for utilizing CLU-IN. Bulletins may be read online or downloaded to your computer. To view a list of bulletins, type the command **B** at the "Main Board Command?" prompt.

3. Getting Started

Equipment

You do not need sophisticated communications software. Virtually any communications software will be adequate to connect to the BBS.

To use CLU-IN, you will need the following:

A Personal Computer or Terminal: Almost any computer or terminal will do, as long as it can be connected to a telephone line via a modem.¹

A Modem: A modem is used to connect your computer or terminal to a telephone line. Almost any 1200 or 2400 baud modem will work. A Hayes compatible modem is recommended, and is required by many communications programs running on IBM PC or AT compatible computers. You may also require cables and

telephone jacks to connect the modem to your computer or terminal and to the telephone line.

A Communications Software Program: Software is necessary if you are using a microcomputer to connect to CLU-IN (terminals have built-in communications programs). CrossTalk, Smartcom, and Procomm are common communications programs that work well with CLU-IN.

Configuring Your System

Before connecting to CLU-IN, you must set certain parameters in your terminal or communications program so that your system "speaks the same language" as that of CLU-IN. Most terminals or communications programs have a "setup" or "communication parameters" screen that allows you to make these settings.

Generic Parameters

Set your system to operate at a speed of 1200 or 2400 baud (depending on your modem's capabilities), 8 data bits, 1 stop bit, and no parity. If you later dial up CLU-IN (as described below) and receive only garbage characters, then it is very likely that one or more of these parameters has not

¹If you are calling from any system where you must go through a port selector instead of directly to a modem, the process of accessing CLU-IN is slightly more complicated. The procedure in CrossTalk is as follows: First, set your communications parameters to 1 stop bit, 7 data bits, even parity, and 1200 or 2400 baud. At the CrossTalk "command?" prompt, type **GO L**ocal and hit ENTER until you get the port selector menu. Select the number or command to dial out. Hit the CTRL key and the letter E simultaneously, then hit ENTER. Now type **D 8k301589-8366**, then ENTER again. After a few moments, you should receive the welcome screen and "Do you want graphics?" prompt from the CLU-IN. Before you answer yes or no, you must reset your communications parameters to 8 data bits, no parity. Then follow normal logon procedures. See your local IRM staff for instructions on how to automate the call up sequence on your own computer.

been correctly set. If this occurs, reset the parameters and hit the <ENTER> key to see if the garbage characters clean up. Otherwise, hang up, reset the parameters, and try dialing again.

The BBS will accept calls with communications parameters set at 7, E, 1 (7 data bits, even parity, 1 stop). However, after you are connected to the BBS and BEFORE you type anything on the keyboard, including <ENTER>, you should change the settings to 8, N, 1. Otherwise, many features of the BBS such as full-screen editors, databases, and file transfers will be denied to you.

Select "full duplex" or "no local echo" if your system allows these settings. If you dial CLU-IN and every letter you type is displayed twice on your screen, you should check these parameters before continuing.

Finally, select VT100 (or "ANSI-BBS") terminal emulation if you are using an IBM-compatible PC and your system permits it. This will usually allow you to select "graphics mode" on CLU-IN. After you dial up, if some of the screens look funny (for example, there are extraneous characters in the text, or boxes come out as letters rather than lines), then it is likely that your terminal emulation is not compatible with the graphics mode of CLU-IN. In this case, you should simply set color/graphics mode off on CLU-IN after you dial up. Type M from the "Main Board Command?" prompt to turn color/graphics mode on and off. Graphics mode cannot be used on a Macintosh, so always answer N at the "Do you want graphics?" prompt if you are using a Macintosh.

There are usually many other settings that can be assigned on a terminal or in a communications program. The other settings will depend on your computer, modem, or your own personal preferences. The following sections contain procedures for setting up

Smartcom software on a Macintosh computer and CrossTalk software on an IBM-compatible PC.

Smartcom Setup on a Macintosh computer

Under the Connection menu, select "Phone number." Enter 301-589-8366 (include the "9" or "8" prefix if your phone system uses it). Click on the OK button to save.

Under the Settings menu, select "Speed and Format." Make sure the "Transmission speed" is set at 1200 or 2400, "Bits per character" at 8, "Stop bits" at 1, and "Parity" at none. Click OK to save these settings.

Under the Settings menu, select "Autotype protocol." Click on the circle next to "Normal" on the top line. Under "End of Line", make sure the boxes next to "Insert word wrapping at column..." and "Insert line feeds" are unchecked. If they are checked, click on the box to uncheck them. Click OK to save. Also under the Settings menu, click on the circle next to VT102. Click OK to save.

When you close the file, save the changes and name the file CLU-IN.

CrossTalk Setup on a PC

Table 1 on the following page lists all the required and optional parameters for CrossTalk to get the most out of the CLU-IN display. The left column of Table 1 contains the parameter prompts displayed on the CrossTalk setup screen. To select a parameter, enter the first two letters of the prompt; for example, NU for number. The middle column of the table contains the parameters you need to select.

Table 1. CrossTalk Configuration Parameters

PROMPT	DATA TO ENTER	COMMENTS
NAme	CLU-IN	Optional
NUmber	301-589-8366	(Don't forget the "9" or "8" prefix if your phone system uses one.)
SPeed	2400	Choose 1200 or 2400 baud depending on your modem
MOde	Originate	Sets full duplex and enables outgoing calls
DAta	8	See footnote 1
PArity	N	See footnote 1
STop	1	See footnote 1
EMulation	VT100	Optional, but required for PC graphics and colors
INfilter	Off	Optional, but required for PC graphics

Establishing a Connection

Once you have configured your communications software, you are ready to dial CLU-IN. Make sure your modem is on and properly connected to your computer or terminal and to the telephone system. Direct your communications software to dial the CLU-IN number, and wait a few seconds for your computer to connect.

Your computer will usually notify you of a connection with the message "CONNECT" or "CONNECT 2400" just before the CLU-IN welcoming screen appears. If you cannot connect after two or three tries, check your communications parameters and make sure the modem cables are properly connected. Connection failures are usually the result of some problem at the user end of the system. Occasionally—usually not during regular business hours—CLU-IN is briefly offline for routine maintenance or upgrade. At these times, the phone does not answer when you dial in. If you call and the phone does not answer, immediately try again. If there is still no answer, then wait until later in the day to try again. If you hear a busy signal, then all of the phone lines to CLU-IN are already in use by other callers. Try calling back in a few minutes. If you persistently have trouble connecting (because of busy signals or no answer), call the CLU-IN help line at 301-589-8368 and report the problem.

Online Registration

For experienced users...

To make the sign-on process faster, you can enter your first name, last name, and password on the same line, separated by spaces—

JOHN DOE PASSWORD

You do not need to be pre-registered to dial into CLU-IN. When you call CLU-IN for the first time, you will be asked for your name and a password of your own choosing (don't trust your memory; keep a record of your password in a secure place because you will need it every time you logon to CLU-IN). Do not share your password. As a first time caller, you will also be asked to complete an online registration form. The registration form includes your organizational affiliation, telephone numbers, and your interest in CLU-IN. CLU-IN will immediately process your registration information, inform you that it has been saved, and provide you with full access to the Main Board.

Main Board Menu

CLU-IN has a Main Menu that includes most of the major commands and capabilities (Table 2). This menu is displayed before what is known as the "Main Board Command?" prompt. To enter a command at the "Main Board Command?" prompt, simply enter the command abbreviation listed in the Main Menu (example: type R for [R]ead Messages). Additional commands and subcommands may be found in Appendix I of this manual.

Table 2. Main Menu

===== [CLU-IN Electronic Bulletin Board] =====		
MAIN MENU		
MESSAGES	FILES/DIRECTORIES	SETTINGS & MISCEL.
[C]omment to Sysop	[B]ulletin Listing	[M]ode Graphics
[E]nter a Message	[F]ile Directories	[P]age Length
[K]ill a Message	[D]ownload a File	[T]ransfer Protocol
[Q]uick Message Scan	[DB] Download Batch	[USERS] listing
[R]ead Messages	[FLAG] for Download	[X]pert On/Off
[REPLY] to Msg(s)	[L]ocate Files	[W]rite User Info
[RM] Re-Read Mem'd Msg	[U]pload a File	[V]iew Settings
[TS] Text Search Msgs	[UB] Upload Batch	[NEWS] Screen Display
[Y]our Personal Mail	[N]ew Files	[CHAT] Between Nodes
	[Z]ippy Directory Scan	[S]cript Questionnaire
SPECIAL INTEREST		
GROUPS	[G]oodbye (to hang up)	DOORS (Databases)
	For HELP, type "H" and the	[OPEN] a door
[J]oin a SIG	bracketed letter of the	
	command	

(60 min. left) Main Board Command?

Goodbye or Logoff

[G]oodbye disconnects you from CLU-IN and initiates the logoff procedure by prompting you with the question *Proceed With Logoff?* A [Y]es answer will log you off the system. This command should always be used to logoff CLU-IN to ensure proper updating of all message pointers. Don't simply hang up by issuing a command to your communications software without first exiting CLU-IN by entering **G Y**, or the equivalent **BYE** command. The **BYE** command is a shortcut—a one-step logoff process. Not all command prompts on CLU-IN will let you logoff. If you are at a command prompt that does not recognize the **G** or **BYE** commands, then hit <ENTER> until a primary command prompt like the "Main Board Command?" prompt displays on your screen.

4. Messages

Types of Messages

There are four types of messages on CLU-IN:

- **Public messages** Messages from one user to another that can be read by all users
- **Private messages** Messages from one user to another that can be read only by the sender and receiver
- **General messages** Messages from one user addressed to all other users
- **Group messages** Messages that can be read only by users who know the password assigned by the sender

Reading Messages

Reading all messages

To read all active messages on the Main Board, type **R 1+**. This will display all active messages beginning with the oldest and proceeding to the most recent. Alternatively, type **R L** to read all active messages in reverse order beginning with the most recent. To read all messages left since the last time you read messages, type **R S**.

Reading your messages

You can check your messages almost immediately after dialing into CLU-IN by answering **Y** or **<ENTER>** at the prompt that asks *Scan Message Base Since Last Read (<Enter>=Yes)*. This will display the message number of the messages addressed to or from you since the last time you read your messages.

The prompt will read as follows:

```
Msgs for you:
Msgs from you:
# of messages found:
```

For example, a prompt that reads "Msgs for you: 32 36", tells you that message numbers 32 and 36 are for you and have not been read. To read an individual message for which you already know the number, type **R** followed by the number (example: **R 32**).

You can also read messages left for you by typing **R Y** or **R YA**. **R Y** will display messages left for you since you checked them last and **R YA** will display your messages as well as messages addressed to all users.

While you are reading messages, you may re-display the previous numerical message in the message base by typing **PREV** at a command prompt.

While reading messages, you may re-display the current message by typing "/" at the command prompt.

Replying to Messages

There are two commands available to you for replying to a message on CLU-IN.

RE To reply to the message you have just read, type **RE** at the "End of Message Command?" prompt. To copy (quote) part of the original message into your immediate reply, scroll back (use arrow keys) to the original message. Scroll to the beginning of the passage you wish to copy and press the space bar. Scroll to the end of the passage and press the space bar a second time. Then hit <ESC> to transfer the information into your reply. These scrolling commands may not work with all communications software packages.

REPLY # To reply to a message from the "Main Board Command?" prompt, type **REPLY** followed by the # (number) of the message to which you wish to respond. To turn on the full-screen editor while in **REPLY**, use the **Ctrl-Q** subcommand (see Appendix II Full-Screen Editor Keyboard Commands).

After completing a message reply, you may save it, kill (delete) the message to which you are replying, and proceed to the next available message by typing the subcommand **SK**. To save your reply without killing the original message, type **S** to save and send the message.

If you do not wish to immediately reply to a message, either record the message number or type **M** from the "End of Message Command?" to mark it as a memorized message for later retrieval. The **[RM]** Re-Read Memorized Message command when entered at the "Main Board Command?" prompt, will re-display the memorized message.

Killing Messages

To kill (delete) a message from the message base, you need the message number and a sufficient user security level. Generally, CLU-IN allows you to kill messages sent by or addressed to you. At the "Main Board Command?" prompt, type **K #** to kill message number #. For example, to kill message 27, you would type **K 27**. It is a good idea to kill messages after you have read them. You can kill a message after reading it by typing **K** at the "End of Message Command?" prompt.

Entering Messages

To enter a message, type **E** from the "Main Board Command?" prompt. You will be prompted to enter the name of the addressee. You can either enter a person's name or hit return to address your message to all CLU-IN users. Next, you will be prompted to enter the subject of your message and to select an editor mode. Enter the subject of the message within the spaces shown. The next prompt will ask you to enter a message security level. If you want all users to be able to read the message,

press <ENTER>. If you want only the receiver to be able to read it, type **R** (for receiver only). Type **H** at this prompt to see the other available security options.

Next you will be prompted for whether or not to use the Full Screen Editor. If you type **N** (for no) at this prompt, you will be prompted to enter your message one line at a time and you will only be able to edit your message one line at a time. If you type **Y** (for yes), you will get the full screen editor which has a built-in word processor for entering your message. To use the full screen editor, your software must be capable of interpreting ANSI cursor position commands.

Next, you will be prompted to enter the text of your message. Appendix II describes the specialized keyboard functions of the full-screen editor. At any time while you are entering a message, you may hit the <ESC> key and choose among a variety of options, below, that may assist you in completing your message:

- | | |
|---|---|
| <p>A)ort Aborts message entry and returns to Main Menu.</p> <p>C)ont Continues the message by returning to line-by-line edit of the message. (Use F instead of C to continue your message using the full-screen editor).</p> <p>D)el Prompts you for the line number in the message to delete.</p> <p>E)dit Prompts you for the line number in the message to edit. Then it requires you to type the old text that you want to replace followed by a semicolon and the new text (Example, if you typed the word "watse" instead of waste, you could correct it by typing watse;waste).</p> <p>F)ulscr Returns you to the full-screen editor and returns you to the message for further editing.</p> <p>H)elp Displays the Help.</p> <p>I)nsert Prompts you for the line number preceding where the new text will be entered and for the new text to enter.</p> <p>L)ist The current message being entered will be re-displayed using the line-by-line editor.</p> <p>Q)uote Prompts you for a message number and asks you "to start quoting [copying] from which line?" After you enter a response, it asks for the line number to end the quote and imports the quote into your message. (Note: the full-screen editor also allows you to quote or list original, see Appendix II).</p> <p>S)ave Saves the message you have entered and sends it to the addressee.</p> <p>U)pload Uploads text from a file.</p> | <p>G Allows sender to assign a password so only users who know the password can read the message.</p> <p>R Only sender and receiver can read it.</p> <p>S Allows sender to assign a password so only sender can kill message, but all users can read it.</p> <p>N All users can read the message.</p> |
|---|---|

When you have finished typing your message, hit <ESC> and choose **S** to post the message, or **SC** (not displayed on your screen) to send the entered message to more than one person, but not to all users. The **SC** (send copy) request will prompt you for the names of users to whom the message should be sent. If you want to know who is registered on CLU-IN, type **USERS** at the "Main Board Command?" prompt.

If, after you have posted your message, you wish to re-edit it, you may do so by typing **R EDIT** at the "Main Board Command?" prompt. **EDIT**, a subcommand of the **[R]ead a Message** command, allows the originator of a message to return to that message to modify it.

Scanning Messages

There are several ways to scan messages for pertinent information before you read them. The first is **Q** for QuickScan. When you type **Q S** from the "Main Board Command?" prompt, CLU-IN will show the message number, sender, addressee, and subject for all messages left since the last time you read messages. The command **Q L** will display the same information for all messages in reverse order beginning with the most recent.

If you are looking for messages that contain a particular word or phrase, you may use the **TS** command. **TS** scans all message text and headers for a text string that you specify. When you type **TS** from the "Main Board Command?", CLU-IN will prompt *Enter the Text to Scan for* (*<Enter>=None*)? Type any string of characters. CLU-IN will then ask for which message number to begin scanning with and will display the highest and lowest active message numbers. To scan in chronological order, pick the lower number. To scan in reverse chronological order, pick the higher number.

If you want to do a quick scan of all messages, use the **Q** (for quick scan) command from the "Main Board Command?" prompt. Type **Q** to scan the addressees, senders, and the subjects (but not the text) of messages. You will be prompted to enter the message number (#) from which you wish to start scanning. To limit the scanning to those messages that you have not already read, type **Q S** at the "Main Board Command?" prompt (**S** is the subcommand for "since" your last reading). To find messages left to or sent by a particular user that you designate, type **Q USER** at the "Main Board Command?" prompt (the subcommand **USER** refers to a particular CLU-IN user whom you will be prompted to identify).

5. News

To keep users informed of changes, additions, and scheduled maintenance for CLU-IN, there is a NEWS file that is automatically displayed when you logon for the first time and thereafter whenever the news changes. The news contains information about new features, bulletins, and files on CLU-IN, announcements of events, changes in policy on CLU-IN, and notices about any interruptions of service on CLU-IN. To display the news file, type NEWS at the "Main Board Command?" prompt.

6. Bulletins

Bulletins are short files meant to be read by the user online. Bulletins contain information such as brief news items, schedules, announcements, staff rosters, program descriptions, meeting agendas, bibliographies, instructions for using CLU-IN, and other brief text that can be read easily online. Most bulletins are uploaded to CLU-IN by users of CLU-IN. Bulletins can be displayed as follows:

- **List bulletins** To view a list of all bulletin titles, type **B** at the "Main Board Command?" prompt.
- **Read a bulletin** To read a bulletin for which you already know the number, simply type **B** followed by a space and the number of the bulletin (example: **B 2**).
- **Read all bulletins** The command **B A** will display the full text of all bulletins beginning with Bulletin 1.
- **Read new bulletins** When the subcommand **N** is used in conjunction with the **B A** command (example: **B A N**), CLU-IN will display the full text of only those bulletins new to you since you last logged on.
- **Scan bulletin text** When the subcommand **S** is used in conjunction with the **B** command (example: **B S**), CLU-IN will prompt you for a text string to search for; if a text match is found, the entire bulletin is displayed.

Bulletins may also be downloaded. Each bulletin is a file called BLTx, where x is the number of the bulletin (example: the file containing Bulletin 13 is BLT13). See Chapter 8 for instructions on downloading.

7. Files

A variety of files such as databases, utilities, and documents are stored on CLU-IN for downloading. To view a directory of files, type **F** at the "Main Board Command?" prompt. You will see a menu listing two file areas. File Directory 1 lists public domain software files. File Directory 2 lists files pertaining to the EPA. Directory 3 lists files pertaining to the use of CLU-IN. Choose 1, 2 or 3 to see a list of file names. These directories are listings only. If you want to download a file, you must flag it (see below) or download it from the "Main Board Command?" prompt.

From the "File List Command?" there are a number of subcommands you can use to help you scan and download files:

- **Flag** When you see a file (or files) that you would like to download, mark it (flag it) for future downloading by typing **F**. This will allow you to specify a list of files that you can download all at once using the download batch (**DB**) command (see chapter 8 for information on downloading). You can also type **FLAG** from the "Main Board Command?" prompt if you know the name of the file or files.
- **Zippy directory scan** If you want to search all file descriptions to find specified text, type **Z**. You will be prompted to enter the text for which to search. CLU-IN will search for your text string in the file description as listed in the file directory.
- **View a zip file** You may view the contents of a compressed file (**ZIP** file) by typing **V**. You will see a display showing the name, file size before compression, file size after compression, and file date and time of all the files contained in the **ZIP** file.

8. Uploading and Downloading Files

Uploading and downloading are functions that allow you to transfer files between CLU-IN and your computer. Uploading is the process by which you send files from your computer to CLU-IN. Downloading is the process by which you send files from CLU-IN to your computer.

There are three steps involved in uploading and downloading:

- setting the file transfer protocol,
- giving CLU-IN the command for uploading or downloading, and
- giving your communications software the command to send or receive the file.

The transfer protocol is the name of the language used by your communications software and CLU-IN software to send or receive files. The transfer protocol verifies that the data received is identical to the data sent. If an error occurs, the transfer protocol detects it and causes the data to be re-sent. You need to set the transfer protocol on CLU-IN to match the protocol used by your communications software. If you are not sure which protocol to choose, check your communications software manual to see which protocol(s) it supports. CLU-IN supports Xmodem, Ymodem, Zmodem, Kermit, and several other transfer protocols.

To set the transfer protocol (or change it) on CLU-IN, type **T** from the "Main Board Command?" prompt and choose among the protocols listed in the menu. Once selected, CLU-IN keeps a record of your protocol and will use it automatically for future uploads or downloads. It can, however, be changed if necessary.

The next step in the upload/download process (or first step, if you have already selected a transfer protocol) is to give the proper CLU-IN command to upload or download. Use the **D** command to download a single file (or stack), and use the **DB** command to download a batch of files (see below). Use **U** or **UB** to upload a file or batch of files, respectively (see below).

**For experienced
users...**

**You can combine down-
load commands on the
same line, separated by
spaces—**

D TEXT.ZIP Z

Download a Single File

Before typing the download command, be sure you either know the name of the file or have flagged the file for download (see Appendix I for instructions on flags). If you want to download more than one file, see "Download a Batch of Files" below. To download a single file, type **D** at the "Main Board Command?" Prompt. This command prompts you to enter the name of the file (DOS wild-cards permitted) that you wish to download. (If you have flagged a file for download, you will not be prompted for a filename.) After you have entered the filename, CLU-IN will check to be sure that the file is available and will display the following information:

```

Checking file transfer request. Please wait ...
Download Time:  __ minutes (approximate)
Download Size:  __ bytes ( __ blocks)
Total Will Be:  __ bytes
Protocol Type:
File Selected:
(Ctrl-X) Aborts Transfer

```

You will then have about 60 seconds to give your communications software the command to receive the file from CLU-IN. The command is usually called **RECEIVE** (in CrossTalk, the command to receive an Xmodem transfer is "RX" followed by the filename; in Smartcom on the Macintosh, click on the "Receive" icon). If you don't know the name of the command in the program you are using, check your manual. After invoking the proper communications software command, CLU-IN will indicate that the file is being transferred and will inform you when transfer is complete.

Download a Batch of Files

Before typing **DB** to download a batch of files, be sure you either know the names of the files or have flagged the files for download (see Appendix I for instructions on flags). When ready to download, type **DB** at the "Main Board Command" prompt. This command prompts you for the name of the first file (DOS wildcards permitted) and continues to prompt you for the name of each additional file. (If you have flagged files for download, you will not be prompted for filenames.) CLU-IN will check to be sure that the files you entered are available and will display the following information about them:

```

Batch Download Time:  __ minutes (approximate)
Batch Download Size:  _____ bytes ( __ blocks)
Batch Protocol Type:
(Ready to Send in Batch Mode)

(G)oodbye after Batch, (A)bort or (E)dit Batch,
(<Enter>=continue)?

```

Sending files -- Start your download

You will then have about 60 seconds to give your communications software the command to receive the files from CLU-IN. The command is usually called **RECEIVE**. Be aware that you cannot use the **DB** or **UB** commands unless your communications software supports the Ymodem or Zmodem file transfer protocols as these are the only ones that will work with batch uploading and downloading. After invoking the proper communications software command, CLU-IN will indicate that the files are being transferred and inform you when transfer is complete.

Upload a Single File

To upload a single file, use the Main Board command **U**. To upload more than one file, use the Main Board command **UB** (see below). When ready to upload, type CLU-IN command **U**, which will prompt you for the name of the file to be uploaded. Don't forget to include the **A:** or **B:** before the filename if you are uploading from a floppy disk on an IBM compatible PC. After you enter the filename, CLU-IN will respond:

Checking file transfer request. Please wait ...

Before beginning, enter a description of (Filename)
 Begin description with (/) to make upload 'Private.'
 Enter your text. <Enter> alone to end. (45 characters/line, 8
 lines maximum)
 (-----)?

At this prompt, you must type in a brief file description that will go in the directory of files to inform other users of the purpose of the file. If you want the file to be visible only to the SYSOP, type a slash (/) as the first character of the file description. After you have entered the description, CLU-IN will respond with something like the following:

Upload Drive: 130351104 Bytes Free Disk Space
 Upload Status: Screened Before Posting
 Protocol Type:
 (Ctrl-X) Aborts transfer.

You will then have about 60 seconds to give your communications software the command to send or transmit the file from your computer to CLU-IN. The command is usually called SEND or TRANSMIT (in CrossTalk, the command to send an Xmodem transfer is "XX" followed by the filename; in Smartcom on the Macintosh, click on the "Send" icon). If you don't know the name of the command in the program you are using, check your manual. After invoking the proper communications software command, CLU-IN will indicate that the file is being transferred and inform you when transfer is complete.

Upload a Batch of Files

The UB command assumes that you will be uploading more than one file and prompts you for each filename. To begin a batch upload, type UB at the "Main Board Command?" prompt. After entering each filename and description, CLU-IN will display the following information.

Checking file transfer request. Please wait...
 Upload Drive: 17981440 Bytes Free Disk Space
 Upload Status: Screened Before Posting
 Protocol Type:
 (Ctrl-X) Aborts Transfer

You will then have about 60 seconds to give your communications software the command to send or transmit the file from your computer to CLU-IN. Be aware that you cannot use the DB or UB commands unless your communications software supports the Ymodem or Zmodem file transfer protocols as these are the only ones that will work with batch uploading and downloading. After invoking the proper communications software command, CLU-IN will indicate that the file is being transferred and inform you when transfer is complete.

9. DOORs

A DOOR is a program such as a database that can be run while you are connected to CLU-IN. When you open a DOOR, you actually leave the software that runs CLU-IN (PCBoard) so you will not see the usual CLU-IN command prompts and the commands you normally use on CLU-IN will not apply. When you exit a DOOR, CLU-IN will return to the "Main Board Command?" prompt of the PCBoard software.

At the "Main Board Command?" prompt, type either **OPEN** or **DOOR**. This command will display a menu of databases or other programs. To select a program from this menu, type the number of the DOOR. You may also open a DOOR by typing **OPEN** followed by a space and then the number or name of the DOOR (example: **OPEN 1** or **OPEN Courses**) from the "Main Board Command?" prompt.

**For experienced
users...**

**Only the first two
letters of multi-letter
commands are needed.
Thus, you may use
"DO" instead of
"DOOR" and "US"
instead of "USER."**

10. Special Interest Group (SIG) Areas

Some bulletin boards use the term "conference" where we speak of "SIGs." They are the same.

CLU-IN has a number of mini-bulletin boards known as Special Interest Group (SIG) areas where callers with similar interests can communicate with one another. SIGs have all of the same functions and capabilities as the Main Board (menus, news, messages, files, bulletins, doors), but each SIG focuses on a specific subject area.

As a new user, you are automatically given access to some SIGs. For other SIGs, however, you must request membership. To view a list of SIGs, type the command J at the "Main Board Command?" prompt. If you want to register to join a SIG, leave a comment to the SYSOP (SYStem OPERator) by typing C at the "Main Board Command?" prompt. Generally by the next business day, the SYSOP will have changed your user record enabling you to join the SIG(s).

To join a SIG, type J followed by a space and then the number or the name of the SIG you wish to join (example: J 7 or J INTECH). You may also type only the J command, which displays a menu of SIGs and allows you to choose one.

To exit a SIG and return to the Main Board, type A (for abandon). To exit one SIG and join another, type J followed by a space and the number of the other SIG you wish to join.

Even though the SIGs are separate areas of CLU-IN, users can scan the SIG messages from the Main Board. To read messages in all of the SIGs as well as the Main Board, type R ALL at the "Main Board Command?" prompt. If there is a set of SIGs that you routinely monitor, you can SELECT that group of SIGs to scan messages. Type SELECT at the "Main Board Command?" prompt. You will be prompted with a list of SIGs. Type in the numbers of the SIGs that you regularly want to scan. Typing the number of a SIG that you have already selected will DESELECT that SIG.

Once you have SELECTED SIGs, every time you use a scan or read command (*i.e.*, Q, R, or Y) with the subcommand A, CLU-IN will automatically operate only on the selected message bases. You can also SELECT or DESELECT as a subcommand of the R command.

11. CHAT

The CHAT command allows you to communicate interactively with other users who are logged onto CLU-IN at the same time you are. To see if there are any other callers available for an online conversation, type CHAT. CLU-IN will show a list of who is logged onto each node of CLU-IN and whether they are available to chat or in a door (a user in a door cannot chat until he/she leaves the door). To initiate a CHAT with one of these users, type the number of the node the user is on. After you type a number, CLU-IN will send a message to that user's screen saying *(Name) wants to chat with you*. To respond, from the "Main Board Command?" prompt, type CHAT (#) where Name is the name of the user who wants to chat and # is the number of the node the other user is on. Once the other user enters the CHAT command, you can communicate interactively. The screen will show your name and the number of the node you are on followed by a colon. Type your message one line at a time. Each line is transmitted to the other user as soon as you press the <Enter> key. To exit CHAT mode, type E or Q on a line by itself. Either user can end a CHAT session. A sample CHAT session is depicted below

Sample CHAT Session Between SYSOP and a User Named Joann

SYSOP wants to Node CHAT with you, Joann.
To respond, at the main Command line enter (CHAT) (4)

(63 min. left) Main Board Command? chat 4

Node CHAT entered at 17:20

Node CHAT Commands Available:

(Q)uit or (E)xit to Quit
(U)sers to View Node CHAT Status
(H)elp or (?) for Help

Enter (U) for status while awaiting other caller ...

```
(1 ) Joann      : hi SYSOP. What's up?
(2 ) SYSOP      : Hi Joann. I got the file you uploaded. I'll
(2 ) SYSOP      : make it into a bulletin as soon as possible
(1 ) Joann      : OK, Thanks!
(1 ) Joann      : Bye
```

Node CHAT ended at 17:21

12. Saving Time

Expert Mode

As you gain some familiarity with the commands on CLU-IN, you may wish to suppress the main menu by switching to expert mode. In expert mode, the Main Menu does not display and you see only the "Main Board Command?" prompt. This will optimize your time and minimize your long-distance charges (if any). To switch to expert mode, type **X** at any "Main Board Command?" prompt. Should you later get stuck, you may re-display the menu by entering the command **MENU** at any command prompt to display the Main Menu once, or by typing **X** at the "Main Board Command?" prompt to turn off expert mode. CLU-IN will remember which mode, novice or expert, you were in when you last logged off and return you to that mode the next time you logon.

Zipped (Archived) Files

Many of the files available in the download directories are compressed to conserve space and reduce transmission time. In some cases, multiple files are packed into a single compressed file called an archived file. Most archived files have the extension ".ZIP" (such as "Topic.zip"). ZIP'd files are created with a utility called PKZIP. A self-extracting file called PKZ110.EXE (future updates may have a different version number) contains the PKZIP/PKUNZIP utilities plus their documentation and can be downloaded from CLU-IN. Once you have downloaded PKZ110.EXE, type PKZ110 from the subdirectory to which you downloaded the file. It will automatically unpack itself into several separate files.

The PKZIP program is the preferred utility for compressing files on CLU-IN. When you download zipped files, they will have to be unzipped and restored using the PKUNZIP program.

ZIP files cannot be unzipped from a Macintosh computer. Macintosh users can leave a [C]omment to the SYSOP to request that unzipped versions of files be placed on CLU-IN for downloading. If you upload lengthy files to CLU-IN, please use the PKZIP utility to create a zip file. It will greatly reduce the size and transmission time of your files.

For more information about ZIP files, read Bulletin 5 on CLU-IN.

Appendix I CLU-IN Commands—Alphabetical Listing

[A]bandon a SIG Exits the current Special Interest Group (SIG), if you're in one, and returns you to the Main Board Menu.

Subcommands: None

[B]ulletin Listings Displays a menu of bulletins.

Subcommands: # A D N R S NS

(e.g., B 1) selects a bulletin number to read, etc;
 A displays all bulletins;
 D enters download mode to download selected bulletin(s);
 N displays all new bulletins since you last logged on;
 R re-displays the bulletin menu;
 S searches for text in selected bulletins (#) or in all (A) bulletins.
 NS displays selected bulletin non-stop.

[BYE] Logs off and hangs up the phone. (Same as command G Y).

Subcommands: None

[CHAT] with Other Users Allows you to communicate directly with other callers who are logged on through other phone lines (called nodes).

Subcommands: # G A U

begins CHAT with person indicated by node number (#);
 G initiates a group CHAT;
 A announces your own node as available for CHAT;
 U announces your own node as unavailable for CHAT.
 (Use postcommand Q/E to quit CHAT).

[C]omment to SYSOP Allows you to leave a private message to the SYSOP (SYStem OPerator).

Subcommands: None

[D]ownload a File

Allows you to retrieve a file from CLU-IN to your computer.

Subcommands: "filename" "protocol"

filename filename for download used on command line (DOS wildcards permitted);
protocol sets transfer protocol.

[DB] Download Batch

Allows you to download several files, prompting you to add a second file name to the command line.

Subcommands: "filenames" "protocol"

filenames filenames for download (DOS wildcards permitted),
protocol sets transfer protocol.

[E]nter a Message

Allows you to leave a message for another user or users. After entering a message, you may hit <ESC> to access postcommands:

Postcommands: A C D E F H I L Q S U

A abort the message entry and return to Main Board Menu;
C continue the message;
D delete—prompts user for line number in message to delete;
E edit—requests line number in message to edit;
F selects full-screen editing rather than line-by-line editing;
H displays help information;
I insert—prompts user for line number and text to insert;
L list—re-displays current message in line-by-line mode;
Q see REPLY command;
S saves the message;
U uploads to a remote editor.

[F]ile Directories

Describes directories from which files may be downloaded. Files new to caller are displayed with asterisk.

Subcommands: # D L N R U V Z NS

identifies a directory by number;
D prompts user for file to download;
L locate a file among several directories;
N locate a file by date;
R re-list menu of available directories;
U displays files in upload directories;
V view—displays contents of a file;
Z zippy search—searches all directory files for specified text;
NS displays file in non-stop mode.

[FLAG] for Download	<p>Allows you to mark a file for future downloading.</p> <p><u>Subcommands:</u> "filename"</p> <p>filename name of file want to mark.</p>
[G] oodBye	<p>Begins log off sequence. Prompts user with <i>Proceed With Logoff? Yes or No</i>. An answer of Y completes the log off and phone hang up; N leaves user connected to CLU-IN. (Command BYE combines the commands G Y).</p> <p><u>Subcommands:</u> None</p>
[H] elp	<p>Displays context-sensitive help on any command in the menu.</p> <p><u>Subcommands:</u> "command name"</p> <p>command name is the command for which user requires additional information.</p>
[I] nitial Welcome	<p>Displays the original welcome screen.</p> <p><u>Subcommands:</u> None</p>
[J] oin a SIG	<p>Displays a menu of Special Interest Group (SIG) areas and allows you to join one.</p> <p><u>Subcommands:</u> # "name"</p> <p># number of SIG you want to join; name name of SIG you want to join; (Postcommand Q allows you to bypass the news when entering a SIG) (Postcommand J Main will exit the SIG you're in and return you to the main board).</p>
[K] ill a Message	<p>Deletes a message from the system.</p> <p><u>Subcommands:</u> "message number"</p> <p>message # message number to delete.</p>

- [L]ocate File(s)** Allows you to scan the file download directones for a filename.
- Subcommands: "filename" # A D N U NS
- filename** of file you are seeking (DOS wldcards allowed);
specifies the number (#) of the directory to search;
A searches all available files within a SIG;
D used to flag a specified file for download;
N specifies a date for scanning files dated after that date;
U searches in all upload directories;
NS files displayed in non-stop mode.
- [MENU]** Redisplays the Main Board Menu one time.
- Subcommands: None
- [M]ode Graphics** Changes to or from graphics mode depending on your current setting.
 (To use graphics mode, you must have installed the ANSI.SYS driver, which comes with PC-DOS).
- Subcommands: CTTY ANSI GRAPHICS
- CTTY** places system in non-graphics, non-ANSI mode;
ANSI places system in non-graphics, ANSI mode;
GRAPHICS places system in graphics, ANSI mode.
- [N]ew Files (date)** Locates any files uploaded to CLU-IN since the specified date.
- Subcommands: "date" # A D S U NS
- date** date to begin a search for new files using MMDDYY format;
a number of a directory to search if want to limit the search;
A searches all post-dated files in all directories;
D marks all queued files for download;
S scans most recent files;
U searches upload directories;
NS displays files in non-stop mode.
- [NEWS] Screen Display** Displays news in the current Special Interest Group (SIG). SIGs are not yet available on CLU-IN.
- Subcommands: None

[OPEN] a Door

Allows you to temporarily "exit" PCBoard (CLU-IN software) to run an online application program such as a database.

Subcommands: # "name"

number of door to open;
name name of door to open.

[P]age Length

Allows user to specify the number of lines displayed on screen.

Subcommands: #

number of lines displayed per screen.

[Q]uick Message Scan

Scans all public messages for number and subject.

Subcommands: # F Y S NS + - TS USER

message number from which to start the scan;
F locates all messages left by you;
Y locates all messages sent to you;
S displays all messages that you have not already read;
NS displays messages in non-stop mode;
+ when appended to "#" displays messages in forward-numerical order;
- when appended to "#" displays messages in reverse-numerical order;
TS scans message text as well as header but displays only header;
USER locates all messages left or received from an indicated caller.

[R]ead a Message

Allows you to read messages.

Scanning Subcommands: # F Y YA S L A ALL TS USER SKIP
JUMP SELECT DESELECT

indicates the message number to read;
F From—scans messages left by you for other(s);
Y Your—scans messages sent to you;
YA Yours/All—scans messages sent to you or to all users;
S Since—scans and displays all messages not already read;
L Last—reads messages backwards starting from the most recent;
A Reads messages from all selected Special Interest Groups (SIGs);
All Reads messages from all SIGs;
TS Scans header of each message for indicated text;

USER	Scans for messages left to or received from an indicated user;
SKIP	Skips remaining messages in current SIG—usually used after R A or R S command;
JUMP	Jumps to next SIG to continue message reading;
SELECT	Selects a particular SIG for future message scanning;
DESELECT	Deselects a particular SIG for bypassing during future message base scanning.

Display Subcommands: NS NEXT PREV RM RM+ RM- + - /

NS	non-stop mode for displaying messages;
NEXT	displays next numerical message;
PREV	displays previous numerical message;
RM	re-displays the last read message;
RM+	re-displays the last read message and places message base in forward mode for further reading;
RM-	re-displays the last read message and places message base in reverse mode for further reading;
+	when appended to a message number (#) displays all messages in forward-numerical order;
-	when appended to a message number (#) displays all messages in reverse-numerical order;
/	Re-displays current message.

Capturing Subcommands: C D Z

C	Capture—messages displayed by current command are placed in a file and prepared for download;
D	messages displayed by current command are placed in a file and immediately downloaded;
Z	same as subcommand D except the file is compressed before being downloaded.

General Subcommands: EDIT

EDIT places the current message in the editor for modification.

Postcommands: RE RR M T T- K N

RE	You may reply to the current message with the command RE .
RR	immediately accesses the reference message if the current message is a reply.
M	invokes a pointer at the current message to make it easier to return to that message at a later time. (See [RM] Re-Read Memorized Message command.)
T	scans forward, and T- scans backward, through all messages that have an identical subject to that of current message.
K	deletes or kills a current message to or from you.
N	ends message reading without exiting CLU-IN.

[REPLY] to Message(s) Allows you to reply to a message using all commands available under **[E]nter a Message**. (You may reply to a message while in **[R]ead a Message** command—See **RE** postcommand under **[R]ead a Message**.)

Subcommands: #

The number of the message to which you would like to respond.

Quoting: <ESC> Q, when used during a reply, initiates a series of prompts that helps you display, copy, and move designated parts of the original message using the line-by-line editor; **CTRL Q** performs the same function as the **Q** command, using the full-screen editor rather than line-by-line editor.

[RM] Re-Read M Message If you have marked a message with a pointer (**M** subcommand under **[R]ead a Message**) while you were reading your messages, you may recall it with this command.

Subcommands: None

[S]cript Questionnaire Displays a list of questionnaires available for you to complete.

Subcommands: None

There are currently no script questionnaires on CLU-IN.

[SELECT] SIGs for Scan Lists the Special Interest Groups to which you have access for scanning or reading your mail (messages).

Subcommands: S # D Q

S selects all SIGs for scanning by placing "X" in each SIG flag field;
deselects a SIG that has an "X" flag (removes the "X");
D deselects all SIGs for scanning (removes all "X" flags); **Q** quit returns you to the Main User Menu;
Q returns to Main Board User Menu.

[T]ransfer Protocol Displays a list of communications protocols for uploading or downloading files.

Subcommands: letter or number of protocol in menu

[TEST] a File

Checks a file for possible viruses or other corruptions.

Subcommands: "filename"

filename name of file to be tested.

[TS] Text Search Msgs.

Allows you to scan text and headers of messages to locate specified text.

Subcommands: F Y S A ALL L C D Z NS RM+ RM- #+ #- USER | &

F uses specified text string to scans all messages left by you;
Y uses specified text string to scan all messages left for you;
S displays all messages not already read that contain specified text string;
A scans all selected SIGs for the text string;
ALL scans all SIGs, whether selected or not, for the text string;
L reads current message base backward, last message to first,
C displayed messages are placed in a file and prepared for download to your computer;
D displayed messages are placed in a file and downloaded;
Z provides same function as subcommand **D** except that it compresses the file;
NS messages displayed in non-stop mode;
RM+ re-displays last message and puts message base in forward mode;
RM- re-displays last message and puts message base in reverse mode;
#+ scans message base for specified text from this point forward;
#- scans message base for specified text from this point backward;
USER displays messages with specified text left to or received from indicated user;
| Boolean *OR* operand which when placed in text locates either first or second text string or both;
& Boolean *AND* operand that when placed in text locates both the first and second text strings.

[U]pload a File

Allows you to upload, or transfer, a file to CLU-IN.

Subcommands: "filename" "protocol"

filename DOS name of file to be uploaded;
protocol selects a transfer protocol.

[UB] Upload Batch	<p>Similar to the [U]pload command, but UB assumes that more than one file will be uploaded and prompts you for each filename.</p> <p><u>Subcommands:</u> "filenames" "protocol"</p> <p>filename(s) DOS name of file to be uploaded, protocol transfer protocol for the batch.</p>
[USERS] List Users	<p>Allows you to use a text string to search the current user's file for a name, locaution, or last logon date.</p> <p><u>Subcommands:</u> "text string" &</p> <p>text string scans and displays all user records with the appropriate text; Boolean <i>OR</i> operand which when placed in text (John Utah) locates either first or second text string or both; & Boolean <i>AND</i> operand that when placed in text locates both the first and second text strings.</p>
[V] iew Settings	<p>Displays your current CLU-IN settings including, for example, your last date on CLU-IN, security level, and active messages.</p> <p><u>Subcommands:</u> None</p>
[WHO]	<p>Displays the CHAT status of each node (phone line), but does not permit communication with another node (See CHAT command to communicate with other callers).</p> <p><u>Subcommands:</u> None</p>
[W] rite User Information	<p>Allows you to change your password, address, phone number, full-screen editor default (on/off/ask), or, when it becomes available, Special Interest Groups for scanning.</p> <p><u>Subcommands:</u> None</p>
[X] pert Mode On/Off	<p>Allows you to toggle between expert and novice modes. Expert mode suppresses the menus and provides abbreviated command prompts. (See [MENU] command).</p> <p><u>Subcommands:</u> None</p>

[Y]our Personal Mail

Scans the entire message base for mail addressed to your or left by you.

Subcommands: A ALL S NS Q L C + -

- A scans all selected SIGs including main board;
- ALL scans the entire board including all SIGs;
- S scans only those messages since the last message read;
- NS displays messages non-stop;
- Q displays only the total number of personal messages found in the message base(s);
- L scans and displays number of each personal message found in message base(s);
- C scans only the current message base;
- + when added to a message number, scans from that point forward;
- when added to a message number, scans from that point backward.

[Z]ippy Directory Scan

Allows you to scan the file download directories for a matching text entry of your choice.

Subcommands: # A D N U NS | &

- # number of a directory to be scanned;
- A scans for text string in all directories;
- D flags each file found with matching text for download;
- N scans for matching text only in files created after a user specified date;
- U scans only upload directories for matching text;
- NS displays screen output non stop;
- | Boolean *OR* operand which when placed in text (John|Utah) locates either first or second text string or both;
- & Boolean *AND* operand that when placed in text locates both the first and second text strings.

Appendix II Full-Screen Editor

Full-Screen Editor Keyboard Commands

Cursor Movements	PC Keyboard	Control Keys	ANSI Codes
Move Left a Character	Left Arrow	Ctrl-S	ESC[D
Move Right a Character	Right Arrow	Ctrl-D	ESC[C
Move Left to Previous Word	Ctrl-Left Arrow	Ctrl-A	
Move Right to Next Word	Ctrl-Right Arrow	Ctrl-F	
Move to Next Tab Stop	Tab Key	Ctrl-I	
Move to Start of Line	Home Key	Ctrl-W	ESC[H
Move to End of Line	End Key	Ctrl-P	ESC[K
Move Up a Line	Up Arrow	Ctrl-E	ESC[A
Move Down a Line	Down Arrow	Ctrl-X	ESC[B
Move Up a Page	PgUp Key	Ctrl-R	
Move Down a Page	PgDn Key	Ctrl-C	

Edit Function	PC Keyboard	Control Keys
Toggle Insert Mode	Insert Key	Ctrl-V
Reformat Paragraph		Ctrl-B
Join a Line		Ctrl-J
Insert a Line		Ctrl-N
Delete a Line		Ctrl-Y
Delete to End of Line		Ctrl-K
Delete Character	Delete Key	Ctrl-G
Delete Character to the Left	Backspace	Ctrl-H
Delete Word to the Right		Ctrl-T
Special Functions	PC Keyboard	Control Keys
Exit Full Screen Editor	ESC	Ctrl-U
Redisplay Screen		Ctrl-L
Quote or List Original		Ctrl-O
Toggle 79 Column Mode		Ctrl-[Underline]